

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 11**



**TINKER AIR FORCE BASE
Supplement**

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Materiel Management

CUSTOMER REQUIREMENTS

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SUMMARY OF CHANGES

This document deletes paragraphs 11.2.2.1. and 11B1.2.3.2 because of revisions in AFMAN 23-110.

AFMAN 23-110, Volume 2, Part 2, Chapter 11, 1 April 2011, is supplemented as follows:

11.2.2.1.1. The use of spreadsheets is authorized when customers' requests exceed 25 separate items, which will be ordered at the same time. Each spreadsheet will have a header, which must contain the following information: Requestor's Name, Duty Phone, Organization and Shop Code. Each spreadsheet should be EXCEL facsimile, (typed in font size 10 or above, or hand scribed) and provide the following information per line item requested: Stock Number, Unit of Issue,

Quantity, Job Control Number (if required), Delivery Priority, Urgency Justification Code (UJC), Mark-For, Standard Reporting Designator (SRD), Work Unit Code (WUC) and CAMS Job Control Identification Number (if required). Allow two-inch margins on right side of paper for date and serial number assigned by Customer Service personnel. Spreadsheets may be submitted to Base Supply by hand, mail, E-mail or fax. Requests submitted on spreadsheets cannot be backordered MICAP. To maintain priority delivery timeframe integrity, only five line items will be processed at a time. Base Supply personnel will annotate each group of five with date/time processed.

11B1.2.3.1. All hazardous items Issue Exception Code (IEX 9) will be requested through the Hazardous Material Management System (HMMS) and processed by Customer Service.

11B2.1.1. Processing time for Defense Distribution Depot Oklahoma City Oklahoma (DDOO) is as follows: Priority 1-3 1 hour or less for open drop points. Priority 4-7 2 hour increments for open drop points (24 hours maximum).

11BI5.5.1.2.3.1.1. Supply Operation Division (DDOO-S) personnel will furnish copy 3 of the DD Form 1348-1, DoD Single Line Item Release/Receipt Document or DD Form 1348-1A, Issue Release/Receipt Document, Issue (ISU) and Due-Out Release (DOR) document to the applicable equipment custodian for ISU and DOR documents that are customer pickups.

11BI6.4. In order to support the paperless supply concept, Customer Service will not provide organizations with Due-Out notices and Kill notices through distribution.

11BI7.2.3.1. Written requests for assignment of locally assigned IEX codes will be provided to the 72 LRS/LGRMCC. This request will include justification for assignment of the IEX along with recommended Exception Notice Code (P or R). The Procedures and Analysis Unit will review the request and take the following action: If request is approved, determine the IEX to be assigned by utilizing the Exception Phrase Listing (R03). Forward approved request to Customer Service for Records Maintenance to load the Exception Phrase Record. If request is disapproved, return request to the initiator along with written reason for disapproval. Upon receipt of approved request, Records Maintenance will load Exception Phrase Record per instruction in AFMAN 23-110, Volume II, Part 2, Chap 27. Records Maintenance will then annotate the request and return it to the originator. Records Maintenance will make pen and ink changes to the current R03 to show IEX Code, Exception Phrase, and Exception Notice Code Loaded. These pen and ink changes will be compared to the next R03 produced to ensure all required changes processed correctly and appear on the R03. Records Maintenance will not process requests for load change or deletion of Exception Phrase Records without written approval of the Procedures and Analysis Unit.

11BI7.2.3.2. Written requests for deletion of locally assigned IEX Codes will be forwarded to the 72 LRS/LGRMCC. After review, the Procedures and Analysis Unit will forward the approved request to Records Maintenance. Records Maintenance will delete the Exception Phrase Record per instruction in AFMAN 23-110, Vol II, Part 2, Chap 27. After deletion, Records Maintenance will annotate the request and return it to the originator. Records Maintenance will make pen and ink changes to the current R03 to denote deletions. These pen and ink changes will be compared to the next R03 produced to ensure all deletions are reflected.

Table 11B17.2.1. 72 LRS/LGRMCC is designated as the approval authority for all assignments of IEX. See paragraphs 11BI7.2.3.1. and 11BI7.2.3.2. for requesting assignment and deleting of IEX codes. Locally assigned IEX codes are as follows:

Table 11B172.1. Locally Assigned Issue Exception (IEX) Codes

| CODE | ENC | EXCEPTION | ECC | ACTION | |
|------|-----|-----------|-------|--------|-------------------------------|
| Y | P | Mated | Items | No | Requires multiple processing. |
| X | P | AFREP | Item | No | Contact AFREP 734-5706 |
| Q | P | Warranty | Item | No | Special handling required |

11 B18.1 0.1.3.1. Only UJC "BQ" will be processed on a post-post basis from the warehouse when frozen by inventory.

11C6.3.1.4. The MICAP function of Customer Service Liaison Support Element (72 MSG/LRDSC) will use the High Priority Order System to perform the requirements of MICAP processing.

11C7.2.4. All cannibalizations are processed through High Priority Order System, which will be used as a MICAP record when a reportable cannibalization occurs.

11D1.2.2.7. IEX Code 9 (hazardous material) is not authorized on bench stock accounts. The customer will process the issue request through the Hazardous Material Function of the Customer Service Liaison Support Element (72 MSG/LRDSC).

11D9.3. Bench stock monitors should input routine stock replenishment requests as soon as the 50 percent or below level is reached.

11D9.6.2.1. This option will be used to fill urgent bench stock requirements.

11D9.6.3.1. For urgent bench stock requirements during periods of extended post-post the supported organization will use the procedures as outlined in AFMAN 23-110, Part Two, Chapter 11, Paragraph 11D9.6.2.1.

11D10.2.2. The bench stock review will be conducted annually.

11D10.2.2.4. The electronic review option will be used to conduct the annual bench stock review.

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